

Division of Water Quality
PO Box 029 Trenton, NJ 08625-0029
Phone: (609) 984-4428
FAX: (609) 777-0432

Administrative Update Form

Please read the instructions on the reverse side of this form before completing.

1. NJPDES Permit No.._____

2. Applicant(s)/ Operating Entity(ies)

Name _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Federal Tax I.D. _____ Telephone _____

Fax () _____ E-Mail _____

3. Property/Land Owner(s)

Name _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Federal Tax I.D. _____ Telephone _____

4. Location of Facility/Site

Name of Facility _____

Street Address _____

City or Town _____ State _____ Zip Code _____

Municipality _____ County _____ EPA I.D. _____

5. Facility Contact (Person Familiar with the Facility/Site and this Application)

Name _____ Telephone () _____

Affiliation _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

I certify the above information to be accurate.

(Signature)

(Date)

(Print name)

Please Read

Instructions :

This form should be used for simple changes to a permit such a change of facility name (where no **transfer** of permittee will occur), mailing address, telephone number, facility contact, etc. Where a change of permittee and/or property owner will occur, the **Transfer of Ownership and/or of a Permit** form should be used.

Be sure to:

1. Fill in the NJPDES Permit Number.
2. Fill in any information which has changed in items 2, 3,4 and 5.
3. Sign and date the form.

Who may sign

For a corporation: A “responsible corporate officer” or duly authorized representative. A “responsible corporate officer” is (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: A general partner or the proprietor, respectively, or duly authorized representative.

For a municipality, state, federal or other public agency: Either a principal executive officer or ranking elected official, or duly authorized representative.

A “responsible corporate officer”, general partner, proprietor, principal executive officer of a public agency, or ranking elected official may assign his or her signatory authority for this Certification to a duly authorized representative, which is a named individual or generic position (e.g., plant manager, operator of a well or well field, superintendent) having overall responsibility for facility/site operation or the company’s or public agency’s environmental matters, by submitting a letter to the Bureau of Permit Management stating said authority and naming the individual or position.

Please send the completed Application/Instruction sheet and attachments to:

New Jersey Department of Environmental Protection
Division of Water Quality
Bureau of Permit Management
PO Box 029
Trenton, NJ 08625-0029